



## BOARD OF COUNTY COMMISSIONERS

Mayor George Neugent, District 2 Mayor Pro Tem Sylvia J. Murphy, District 5 Kim Wigington, District 1 Heather Carruthers, District 3 Maria Di Gennaro, District 4

**Employee Services Division** Human Resources The Historic GATO Cigar Factory 1100 Simonton Street, 2<sup>nd</sup> Floor Key West, FL 33040



Posting	Date	

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MONKOE	COUNTY	PPOMOTIONAL	O PPORTUNITY NOTICE
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THE POSITION OF GRANTS ANALYST, OMB, KEY WEST IS NOW OPEN AT PAY GRADE 8 SALARY, \$37,988.28 -

	4.68/40 HPW ENDING ON QUAL	AFICATIONS)	PADE <u>8 SALARY</u> , <u>\$37,988.28 -</u>
• <b>SA</b>	TTERANS PREFERENC FETY SENSITIVE POS RANT POSITION (IF GI	CE AVAILABLE: SITION: RANT ENDS, POSITION WILL NOT BE CONTINUED)	<ul> <li>         ⊠YES □ NO         □ YES ⊠ NO         □ YES ⊠ NO         □ YES ⊠ NO         □ YES ⊠ NO         □ YES □ □</li></ul>
· · · · · · · · · · · · · · · · · · ·	THIS POSITION:	<ul><li>☑ IS A CAREER SERVICE STATUS POSITION</li><li>☐ IS NOT A CAREER SERVICE STATUS POSITION</li></ul>	

In accordance with the Monroe County Personnel Policies and Procedures, it is the policy of the Board of Count Commissioners to consider employees for promotional opportunities before applicants from the general public ar

Promotional Opportunity Notices will be posted for a minimum of seven (7) calendar days (including the date of posting during which time employees under the auspices of the County Administrator will have the right to apply for these positions before anyone outside the County service will be considered.

An employee wishing to apply for a position through the Promotional Opportunity process will complete the Promotional Opportunity Application and submit it to the Personnel Representative in the lower, middle, or upper keys for a date stamp to insure timely referral within the 7 day period. Supervisor and/or Department Head signature can then be obtained by the employee or couted by the Personnel Representative, whichever is more

Job interviews will be based on information on file and/or submitted with an application.

The County reserves the right to reject any applications not submitted on a timely basis.

Y ADMINISTRATOR

MONROE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

BFGRM 603

## MONROE COUNTY JOB DESCRIPTION

Position Title: GRANTS ANALYST

Date: 10/23/09

Position Level: 8

FLSA Status: Nonexempt

Class Code:

## GENERAL DESCRIPTION

The primary function of this position is assist with all functions of grant administration for Monroe County as directed. This includes assisting Grant Administrator with the management and monitoring of County grant contracts with human service organizations; carrying out the reporting requirements for County grants received; assisting with grant submissions as directed (identifying needs, identifying collecting pertinent information, assisting in proposal preparation and submission); assisting with identifying and planning for present and future funding needs and grant opportunities; consulting with County departments to provide grant assistance as directed; carry out the reporting requirements of grants awarded to county; providing staff support to various committees, councils, and advisory boards that have been or may be developed as part of grant requirements; assisting with the response to hurricane recovery grant assistance through FEMA and state; and assisting with all other tasks related to the department as directed.

## KEY RESPONSIBILITIES

- 1.\*Develop, maintain, and use spreadsheets to record financial data and generate reports and projections to fully utilize, but not overspend, funds.
- 2. Assist with management of County grants and contracts; open revenue and expenditure accounts for all grants, prepare purchase orders for distribution of funds, and monitor programs and sub-recipients for single audit compliance.
- 3. \*Ensure that only allowable expenses are posted to proper cost center, project, grant year, etc. and reconcile finance records.
- 4. \*Ensure the timely and accurate completion of required program reporting for grants awarded to County. Data entry of services into any required database as well as monthly/quarterly program and financial reports.
- 5.\* Prepare timely responses to grant applications; coordinate necessary approvals.
- 6. Identify funding needs and funding sources to maximize funding opportunities available to the County; maintain current information on available funding opportunities.
- 7.\*Provide assistance, as directed, to County departments with their grant proposals/submissions.
- 8.\*Schedule activities of the Human Services Advisory Board and the Substance Abuse Advisory Committee as directed; may act as liaison between funding agencies and County to ensure needs are being met, goals being accomplished, and tasks being completed as required.
- 9.\*Provide staff support to councils, advisory committees, etc. that may be developed as part of grant requirements.
- 10.\*Assist with County's response to and requirements for hurricane recovery grant (FEMA/DEM) assistance.
- 11. Develop policies and procedures for review and implementation.

12. Assist with all other tasks related to the department as directed.	
* Indicates an "essential" job function.  The information on this description by the state of th	
The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.	

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Education:  Bachelor's Degree required. Major(s) required: Social Work. Finance. Acco Business or related field. CPM preferred but not required.  3 to 5 years working with spreadsheets, and/or payroll, financial data reports, related field, Preferred but not required: 1 to 2 years working with the public is counseling, case management, or intake/eligibility setting.  Makes recommendations or decisions which usually affect the assigned department was affect operations, services, individuals, or activities of others out assigned department.  Varied: Work is complex and varied and requires the selection and application technical and detailed guidelines. Problems are not easy to identify, but are in those seen before. Moderate analytic ability is needed to gather and interpret d results/answers can be found after analysis of several facts. Solutions can ofte by using methods chosen before in other situations.  Decision Making:  Analytic: Supervision is present to establish and review broad objectives relating position duties or departmental responsibilities. Independent judgment is requisive previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.  Requires regular contact within the department and with other departments, our agencies and the general public, supply or seeking information.  Responsible for orienting and training others, and assigning and reviewing their May also be responsible for acting in a "lead" or "senior" capacity over other performing essentially the same work, or related technical tasks and reporting to level on a formal basis.  Working Conditions/ Physical Effort:  Work requires only minor physical exertion and/or physical strain. Work environvolves only infrequent exposure to disagreeable elements. Normal office situation/works alone or closely with others/typically sitting at a desk or table/intermittently sitting, standing, stooping/driving/light lifting or carry	Position Title: GR	ANIS ANALYSI	Class Code:	Position Level: 8
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Division Director:		' ' ' (
Name:	Signature:	Date:
County Administrator:		
Name:	Signature:	Date:
On this date I have received a copy	of my job description relating to my employ	yment with Monroe County
Name:	Signature:	Date: